

Illinois State Bar Association
Illinois Judges Association

2016 ISBA – IJA JOINT MEETING

December 9, 2016
Sheraton Grand Chicago

The Joint Meeting of the Illinois State Bar Association and Illinois Judges Association will be held at the Sheraton Chicago Hotel & Towers. With expected attendance of over 700 lawyers and judges this is an excellent opportunity for you to introduce yourself and your products and/or services to the legal community.

Exhibit Hall Hours: 8:00 a.m. to 4:00 p.m.

2016 ILLINOIS STATE BAR ASSOCIATION ILLINOIS JUDGES ASSOCIATION JOINT MEETING/MIDYEAR MEETING

Join us as an exhibitor at the 2016 Illinois State Bar Association ♦ Illinois Judges Association Joint Meeting/Midyear Meeting and enjoy an opportunity to meet with approximately 100 prominent judges and 600 of ISBA's most active members.

EXHIBIT SPACE = \$500

Includes: Admission to the Opening Reception on Thursday evening, (1) 6' x 30" skirted table, two (2) chairs, exhibitor badges and an electrical outlet in the exhibit hall. Wired internet is available at an additional cost as set by the hotel.

Applicants for exhibit space will be handled on a first-come, first-served basis and accepted until space is sold out. Space assignments will be made with full consideration given to the amount of space required, date of receipt of application, competing products, and general grouping of exhibits for proper display and comparison.

Application for Exhibit Space

Please return this form no later than Friday, November 14, 2016

Full payment is due with this application. I have enclosed:

☐ \$500

☐ Check (*made payable to ISBA*)

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Credit Card # _____ Exp: _____

Signature: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Company Contact: _____ Title: _____

E-mail: _____ Phone: _____

Exhibitor Name(s) for badges (*Please print or type*):

LODGING:

The Sheraton Grand Chicago is located in the heart of downtown Chicago. Overnight accommodations are available for \$165 per night, plus applicable taxes. (Requests for lodging must be received by November 14th.) Reservations will be included on the Master Rooming List and guaranteed for late arrival. Exhibitors will be responsible for individual charges and must provide a form of payment upon checking in to the hotel. Please note: no-shows, early departures and cancellations received less than 72 hours prior to arrival will be billed to the party requesting the reservation.

- ☐ Yes, lodging is requested
☐ No, lodging is not requested

Arrival: _____

Departure: _____



SHIPPING: (Please Check One)

- ☐ Yes, materials will be shipped to the Sheraton. Number of boxes shipped: _____
Note: Sheraton Grand Chicago charges a fee to receive your boxes. This cost will be an extra charge to you. Please contact the hotel for cost information.

Ship materials to: Lisa D. Wingerter, Catering & Convention Service Manager
Sheraton Grand Chicago
301 East North Water Street
Chicago, IL 60611

Phone: 312-329-7022

Please advise the hotel the materials shipped are for the Illinois State Bar Association Midyear Meeting.

- ☐ No, materials will not be shipped to the Sheraton Hotel.

RAFFLE PRIZE(S):

Exhibitors that donate raffle prizes will be included in a BINGO, or similar, game that meeting attendees will be encouraged to participate in. Exhibitors that contribute a prize will receive recognition on the game card, have a listing on signage announcing the prizes and subsequent winners, and receive acknowledgement as prizes are awarded.

My company will provide the following raffle prize for the exhibit hall game:

EXHIBIT HOURS:

Friday, Dec. 9 – 8:00 a.m. – 4:00 p.m.

EXHIBIT SET-UP:

Friday, Dec. 9 at 7:30 a.m. – Chicago Ballroom X

EXHIBIT TEARDOWN:

Friday, December 9 – 4:00 p.m. to 4:30 p.m.

Please submit completed application, with payment, no later than
Monday, November 14 by mail, email, or fax to:

Illinois State Bar Assoc., Attn: Nancy Vonnahmen, 424 So. Second St., Springfield, IL 62701

Email: nvonnahmen@isba.org

Fax: 217-525-9063

Direct questions to Nancy Vonnahmen at nvonnahmen@isba.org or 217-525-1760
ILLINOIS STATE BAR ASSOCIATION EXHIBITOR TERMS AND CONDITIONS

These Terms and Conditions together with the signed and accepted Application for Exhibit Space constitute a binding Agreement between Exhibitor and the ISBA. The Agreement may not be assigned or transferred by the Exhibitor. Any issues not specifically addressed by these Terms and Conditions will be resolved at the sole discretion of ISBA.

SPACE SERVICES – Standard exhibit equipment will be provided as follows: one 6' skirted table; two chairs; one 110 volt-20 amp electrical outlet, and name badges. *(Does not include internet.)*

Upon receipt of the completed Application, payment, and ISBA acceptance, confirmation will be sent to Exhibitor. All other requirements and arrangements must be made by the Exhibitor, at the Exhibitor's expense. *To make these arrangements, contact the ISBA's Annual Meeting Coordinator, Kim Weaver at kweaver@isba.org or 800-252-8908.* Additional equipment required by the Exhibitor will be charged at the prevailing Hotel rate.

PAYMENT FOR SPACE-CANCELLATION FEE – Full payment for exhibit space must be made with the Application. One-half of the full payment will be refunded if the exhibit space is canceled more than 3 weeks in advance of the conference date appearing on the Application. No refund will be made for space cancellations made less than 3 weeks prior to the conference date.

EXHIBIT DATES AND HOURS – *Exhibit hours are Friday, December 9, 2016, from 8:00 a.m. – 4:00 p.m.* The ISBA reserves the right to make modifications in the exhibit hours to meet program needs.

INSTALLATION – *Installation/set up may be started at 7:00 a.m., Friday December 9, 2016, and must be completed no later than 8:00 a.m. that same day. Any space not claimed and occupied before 8:00 a.m. on Friday, December 9, 2016, will be reassigned to another Exhibitor at the ISBA's discretion.*

ISBA assumes no responsibility for Exhibitor goods or materials. It is suggested that the Exhibitor carry insurance covering loss or damage to the exhibitor's materials.

SPACE RESTRICTIONS – No exhibitor shall assign, sublet, or share the whole or any part of the space allotted without prior approval by ISBA. No exhibitor is permitted to show goods other than those manufactured or marketed by it in the regular course of business. Displays shall not be placed in such manner as to interfere with other exhibits. Nothing shall be displayed beyond the assigned exhibit space or the exhibit hours.

NOISE-MAKING EXHIBITS – Exhibits which include the operation of musical instruments, radios, sound systems, or any noise-making machines must be conducted or arranged so that the noise resulting from the demonstrations does not annoy or disturb adjacent exhibitors and their patrons. Operators of noise-making exhibits must secure ISBA's approval of operating methods before the exhibit opens. Noise must be kept to a minimum during education programs or assemblies.

DISMANTLING – *The Exhibitor expressly agrees not to dismantle its exhibit or do any packing before the final closing hour of the exhibit, which is Friday, December 9, 2016, at 4:00 p.m. Goods must be removed from the exhibit hall by 4:30 p.m. that same day.*

LIABILITY – ISBA shall not be liable for any delay or failure in performance under this Agreement beyond its reasonable control including acts of the Hotel and or its agents or employees, acts of God, fires, floods, strikes, terrorism, work stoppages, breakdown of equipment, government action, or internet or website downtime.

The ISBA and its directors, officers, agents, employees, and volunteers are not responsible for any injury, loss, theft or damage that may occur to the Exhibitor or to the Exhibitor's employees or property from any cause whatsoever. Upon acceptance of the Application, the Exhibitor expressly releases the ISBA from any and all claims for such loss, damage, theft or injury.

Exhibitor agrees to indemnify and hold ISBA and its directors, officers, agents, employees, and volunteers harmless from and against any and all costs (including reasonable attorney fees), losses, damages, liability, claims and causes of action in any way resulting from acts or omissions of exhibitor in connection with or in any way related to the exhibition.

CIRCULARS AND SOLICITATION – All exhibits and related sales activities must be confined to the limits of the space reserved in the exhibit area. Any Exhibitor whose exhibit or sales activities are conducted outside of the exhibit hall consents and agrees to pay the ISBA an additional \$200. Circulars or advertising matter of any description may be distributed and patronage may be solicited only within the space assigned to the exhibitor presenting such material. No firm or organization not assigned space in the exhibit area will be permitted to solicit business in any manner within the exhibit hall.

FIRE PROTECTION – All Exhibitor decorations must be flame-proofed. Electrical wiring must conform to the Hotel rules. If inspection indicates that any exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, ISBA reserves its right to cancel all or such part of the exhibit.

RESTRICTIONS ON EXHIBITS – Notwithstanding anything to the contrary in this Agreement, the ISBA reserves the right to restrict, reject, cancel, prohibit, or dismantle any exhibit at any time for any reason (including but not limited to the ISBA's belief that: the exhibit conflicts with ISBA policy, objectives, or image; competes with ISBA products or services; detracts from the general good character of the event; or is otherwise objectionable). ISBA further reserves the right to move an Exhibitor to another table if its display in any way obstructs other exhibit tables. If the ISBA undertakes any action under this paragraph, Exhibitor agrees that it shall not hold, nor seek to hold, the ISBA liable for any expense associated with the action.

CARE OF BUILDING AND EQUIPMENT – Exhibitors, or their agents, shall not injure or deface the walls or floors of the building, the space, or the equipment of the space. When such damage appears, the exhibitor is liable to the Hotel.

GOVERNING LAW – This Agreement is governed by the laws of the State of Illinois without regard to its conflict of laws rules or principles.

I acknowledge that I have read and understand the ISBA Exhibitor Terms & Conditions:

Authorized Representative

Title

Company

Date